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# littleINDUSTRIES

agreement

**DATE** March 2016  
**PROJECT** 111 Front St. - Sunscreen Graphics

## 1.0 PROJECT DESCRIPTION

1.1 This agreement is between Jonathan Rooney (the artist) and littleINDUSTRIES as it pertains to the production of artwork for the building at 111 Front St., for the City of Columbus, through Messer Construction and Schooly Caldwell Architects. The artist is being asked to create a series of 20 digital graphics that will be used to create cut files for sunscreens on the exterior of the new building. These graphics should serve as icons that represent the work of the building, as suggested by Schooly Caldwell Architects and the City of Columbus. (Document included) Each icon should be in the visual style of the artist as represented in previous sample works.

1.2 The fabrication is not the responsibility of the artist, but it is requested that the artist assist in overseeing the production of the final works in the circumstance where adjustments are needed.

## 2.0 DELIVERABLES

### 2.1 Milestones, Deliverables, Schedule and Payment Schedule

MILESTONE EVENT	DELIVERABLE	DATE
Contract Returned	signed contract	
Work Begins		March 1
Draft Due	Draft for 20 concepts	May 1
Revisions to drafts Due	Final revisions for all concepts	May 16
Commission Review		May 16
All final vectors due	20 vector .eps files	June 30
Completed Contract	final payment within 15 days	July 30
Production of sunscreens		July 30 - Sept 1
Project Completed		Sept 1

2.1.2 Deliverables must be provided on the dates specified. Any changes to the delivery date must have prior approval (in writing) by littleINDUSTRIES or designate.

2.1.3 All deliverables must be submitted in a format approved by littleINDUSTRIES.

2.1.4 All deliverables must have acceptance criteria established.

2.1.5 If the deliverable cannot be provided within the scheduled time frame, the Vendor is required to contact littleINDUSTRIES in writing with a reason for the delay and the proposed revised schedule. The request for a revised schedule must include the impact on related tasks and the overall project.

2.1.6 A request for a revised schedule must be reviewed and approved by littleINDUSTRIES before placed in effect. Contract Terms and Conditions may dictate penalties, costs, and other actions based on the facts related to the request for a revised schedule.

2.1.7 littleINDUSTRIES will complete a review of each submitted deliverable within 5 working days from the date of receipt.